

TAB

25 YEAR RE-REVIEW

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26 December 1956

MEMORANDUM FOR: Chief, Plans and Policy Staff

SUBJECT: Weekly Activities Report #52  
20 December Through 26 December 19561. SIGNIFICANT ITEMS

Final arrangements for the special management presentation for the PE Division were completed in a meeting on 26 December. The presentation will be conducted during 7-18 January 1957, in the PE Division conference room in J building. Tentative scheduling provides for about 36 hours of class time.

2. OTHER ACTIVITIESa. Intelligence Orientation

(1) Mr. [ ] met again with Mr. [ ] of the Office of Communications to prepare for the Writing Workshop to be conducted beginning 14 January.

(2) The Registrar reports 87 registrations for Intelligence Orientation #5 beginning 7 January.

b. OTR Orientation Officer

Further meetings were held during the week with (1) Mr. [ ] of WH to discuss the forthcoming Special Orientation on 9 January; and (2) Lt. Col. Bozarth, USAF, concerning the Orientation Officer's presentation at the Air Command and Staff School on 15 February.

c. Intelligence Training

(1) Intelligence Techniques #3 ended successfully, with enthusiastic expressions of approval from the students. A full course report is in preparation.

(2) Writing Workshop #11, starting on 7 January is greatly oversubscribed. Arrangements have been made to run two sections of the course, with [ ] to be the instructors.

d. Management Training

See Significant Items, above.

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e. Administrative Training

- (1) Administrative Procedures #70 ended on 21 December.
- (2) Lecture outlines and course materials are being organized for Operations Support #24, which starts on 7 January.

f. Clerical Training

- (1) During the week of 18 December, there were 39 people in Clerical Induction and 24 in Clerical Orientation.
- (2) The results of the official Agency tests administered by Clerical Induction Training to EOD employees for the week of 18 December were: Shorthand - 5 tested, 1 qualified; Typewriting 8 tested, 5 qualified.
- (3) The results of the Clerical Skills Qualification Tests given by Clerical Refresher Training on 20 December were: Shorthand - 5 tested, 1 qualified; Typewriting - 11 tested, 1 qualified.
- (4) The response to the IBM proficiency training on the Executive typewriter was unusually good. A total of six sessions were conducted by Miss Margaret Duane, Educational Representative of the IBM Company and were attended by 49 employees from 16 offices, and members of the Clerical Training staff. Mrs. [redacted] Instructor in Clerical Refresher Training, was responsible for planning the program and did an excellent job of scheduling and working out arrangements with IBM.
- (5) Miss [redacted], Instructor, Clerical Induction, completed Intelligence Orientation on 21 December.

g. Reading Improvement

Nothing to report.

h. Instructor Training

Nothing to report.

i. Visual Aids Staff

The weekly report of VAS is attached.

3. Personnel Notes

All necessary activities were conducted during the week with the minimum staff required. Leave arrangements were worked out satisfactorily for everyone who wished to be away.

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